Long Term Care Regulatory (LTCR) Licensing and Credentialing Systems

Training Guide for NFA Licensing Applicants

Texas Health and Human

Services (HHS)

[February 15, 2022]

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Overview

Texas Health and Human Services Commission (HHSC) has developed the Texas Unified Licensure Information Portal (TULIP) Nursing Facility Administrator (NFA) applications, an online system for LTCR licensing and credentialing applicants.

The portal will allow users to:

- Create and submit licensing and credentialing applications online.
- Address application deficiencies in the portal in a timely manner.
- Attach or upload documents related to applications.
- Make application payments online (if applicable).
- Public search – which allows you to search for NFA license status.

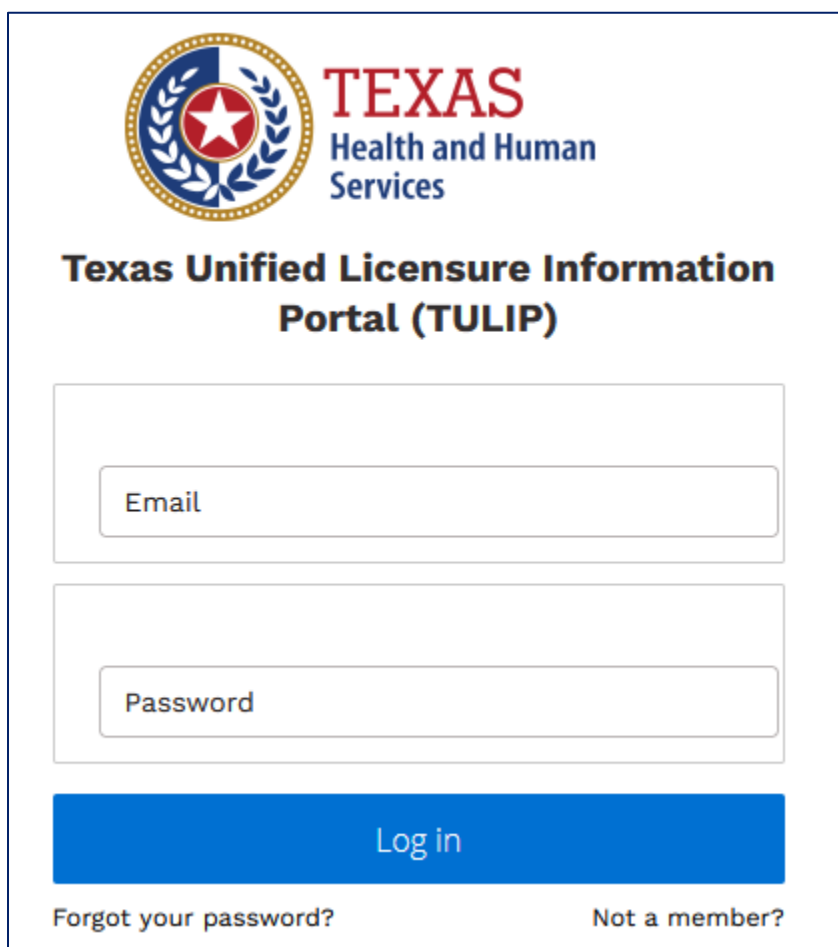This training guide is organized into the following major categories:

- **Portal Login: Applicant registration, login and password reset.**
- **Public Search -** Public search to allow search for NFA license status.
- **Applicant Actions -** Create/edit and submit NFA applications

Please note that the portal is optimized for Google Chrome and should be used in this browser whenever possible.

1. Logging into the TULIP Portal

1.1.   Log into TULIP account

It is highly recommended that you bookmark the login screen (https://txhhs.force.com/TULIP/s/login/) for easy access to the TULIP account portal. To log in, enter your username and password

Figure - TULIP login page

1.1.1.   TULIP Homepage

The image below is an example of TULIP homepage, the screen you will see when you first log into the TULIP portal. This screen is used by Long Term Care (LTC) providers to submit or view licensing applications. To return to this page from anywhere in the portal, simply select the Home icon on the left most side of the page banner.

Figure - TULIP Homepage

Click on the tab 'NA/MA/NFA' to access NA/MA/NFA applications.

Figure - NA/MA/NFA tab

1.2. Resetting your password

If you have forgotten your password, select the "Forgot your password?" link from the screen below, just under the login fields and system will take you to next screen.

Figure - TULIP login page

You will be prompted to enter your username (the email address used to register). The following screen will be displayed, allowing you to return to the login screen or resend the password reset email.
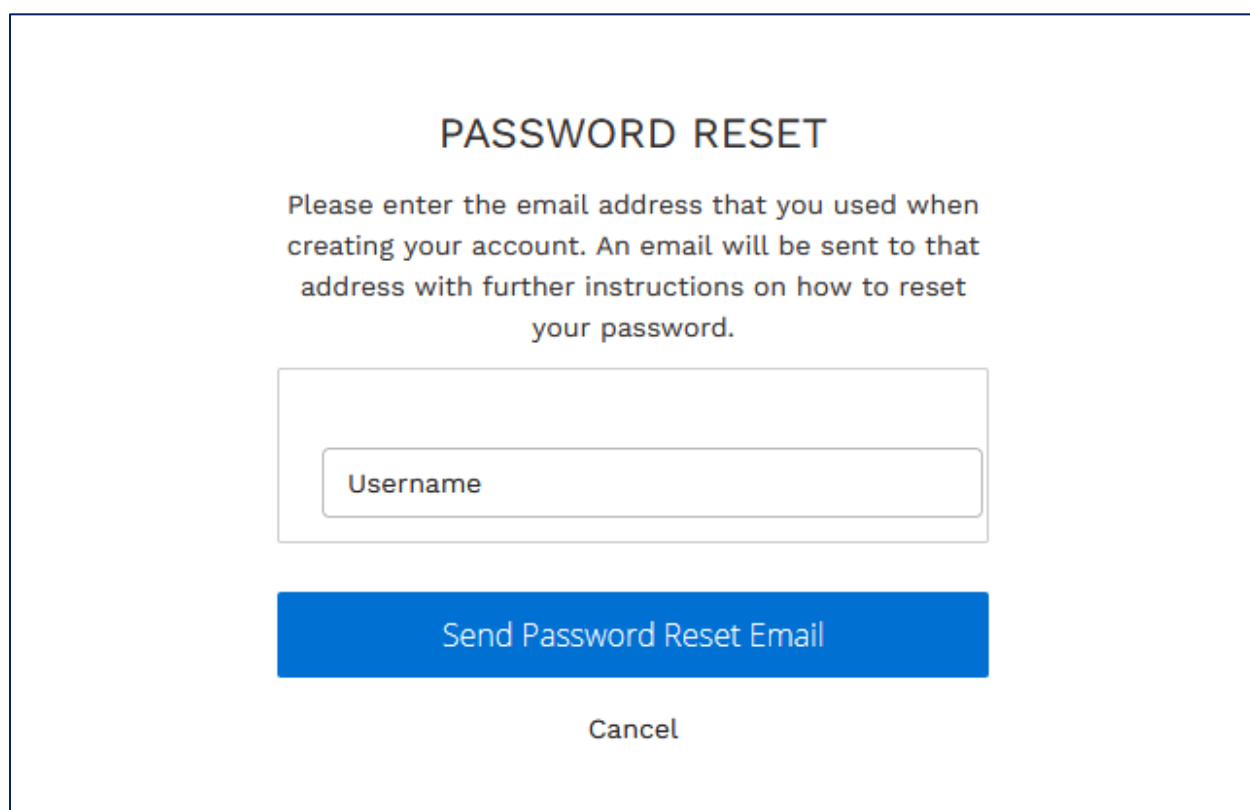

Figure - TULIP password reset page

Enter your username (the email address used to register) and click on the button 'Send Password Reset Email' to receive instructions to your email to reset your password.

1.3.   New Registration

If you are new to TULIP or did not complete the registration before to submit Long Term Care (LTC) facilities/agencies licensing applications or did not complete the registration to submit occupational licensure applications
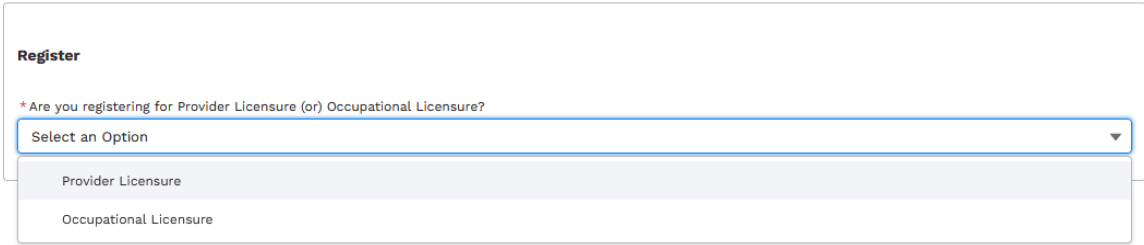
Select link '**Not a member?'** to register for a TULIP account.

Please see section 1.1. Log into TULIP account if you need help with logging into your account.

Please see section 1.2. Resetting your password if you already completed the registration but forgot your password.

After you click on link 'Not a member' you will be provided with two options as shown in below screen

- **Provider Licensure** – This is for LTC providers who want to submit applications for facility/agency license.

- **Occupational Licensure** – This is for NFA applicants.

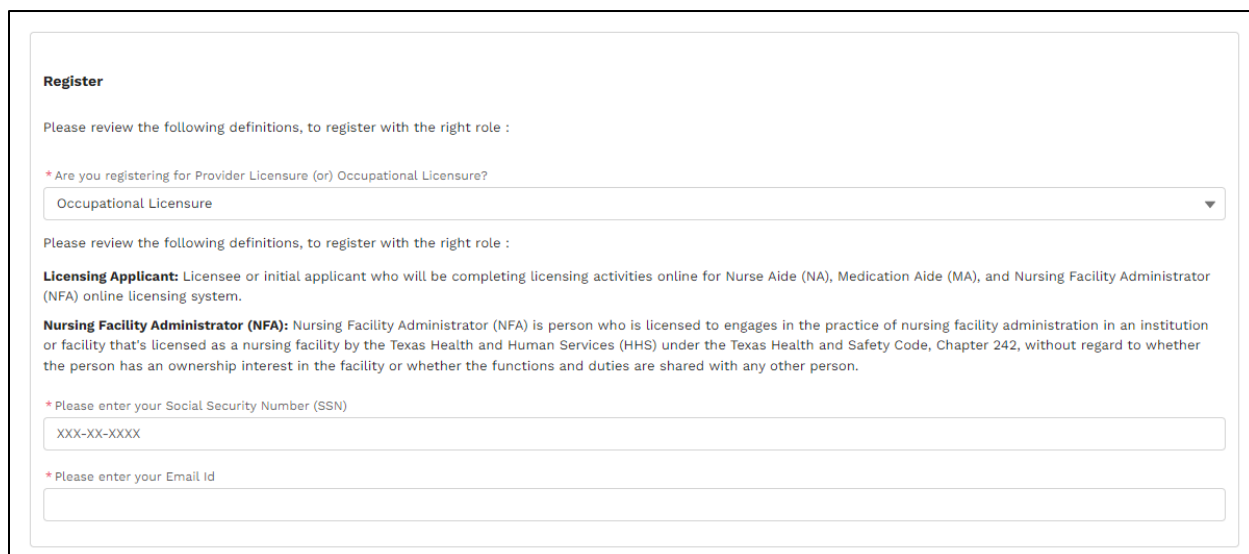**Figure - TULIP registration initial page**

Note: Fields marked with * are required.

Select 'occupational licensure' to register for below role

- **Licensing Applicant:** Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

- **Nursing Facility Administrator (NFA):** Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

Please enter you Social Security Number (SSN) and Email ID to continue to next step

Register

Please review the following definitions, to register with the right role :

* Are you registering for Provider Licensure (or) Occupational Licensure?

Occupational Licensure ▼

Please review the following definitions, to register with the right role :

Licensing Applicant: Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

Nursing Facility Administrator (NFA): Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

* Please enter your Social Security Number (SSN)

XXX-XX-XXXX

* Please enter your Email Id

Figure - Occupational licensure registration initial page

Note: Email and SSN fields are required fields and system will not allow you to continue to next step without entering these. Please enter your valid SSN to avoid any delays in the registration process and for accurate match of your profile information.

After you enter SSN and email, system will display field 'Who will you be registering as?' to select the role you want to register as with below options.

- Licensing Applicant – See section to continue registering as NA, MA or NFA licensing applicant.

1.3.1.   Licensing Applicant

Please see steps in section 1.3. New Registration before continuing with this section.

This section is for applicants who want to register as new NFA to submit initial applications or existing NFA's who are licensed with state of Texas to create/edit or submit applications related to professional licensing.

New Licensing Applicant

Applicants who do not hold a license with state of Texas must enter below information and submit the form to complete registration.

Figure - New licensing applicant screen

Licensing Applicant with Texas License

Applicants who hold a license with state of Texas must enter below information and answer 'Yes' to question 'Do you have a Texas NA/MA/NFA license?' and enter their NA certificate number or MA permit number or NFA license number.

Figure - Licensing applicant licensed with state of Texas screen

Note: Submit button will be enabled when all required fields are entered.

Enter all the required information and click on 'Submit' button. Below screen will pop up to confirm submission.

Figure - Confirmation screen to submit registration application

Click on 'ok' button to submit registration form.

System will display below confirmation message after registration application has been submitted.
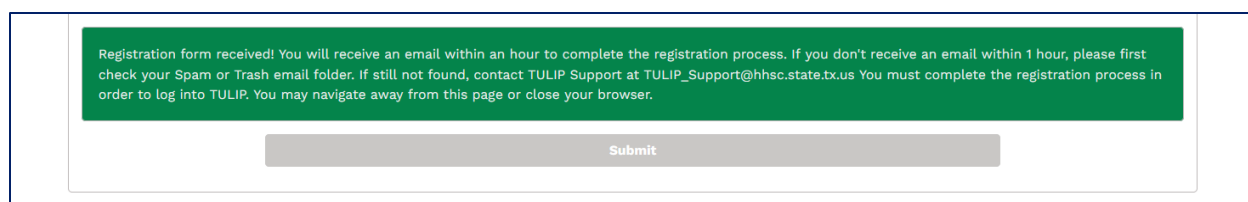
Figure - Confirmation message screen

Complete Registration

Check your email inbox/spam folder for email from TULIP to complete registration
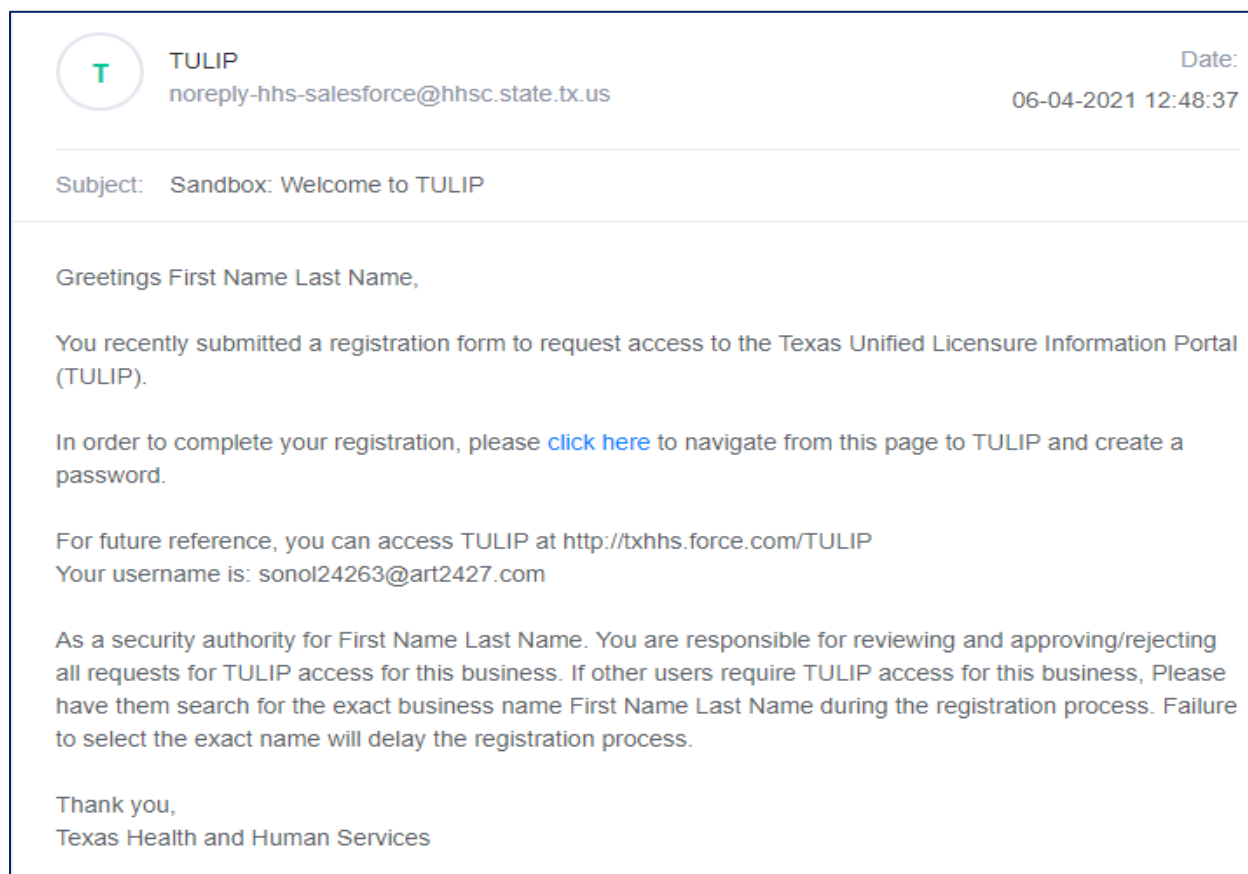
Figure - Email from TULIP to complete registration.

In email, click on the link 'click here'. This link will open below screen where you will have to enter a new password and complete registration.
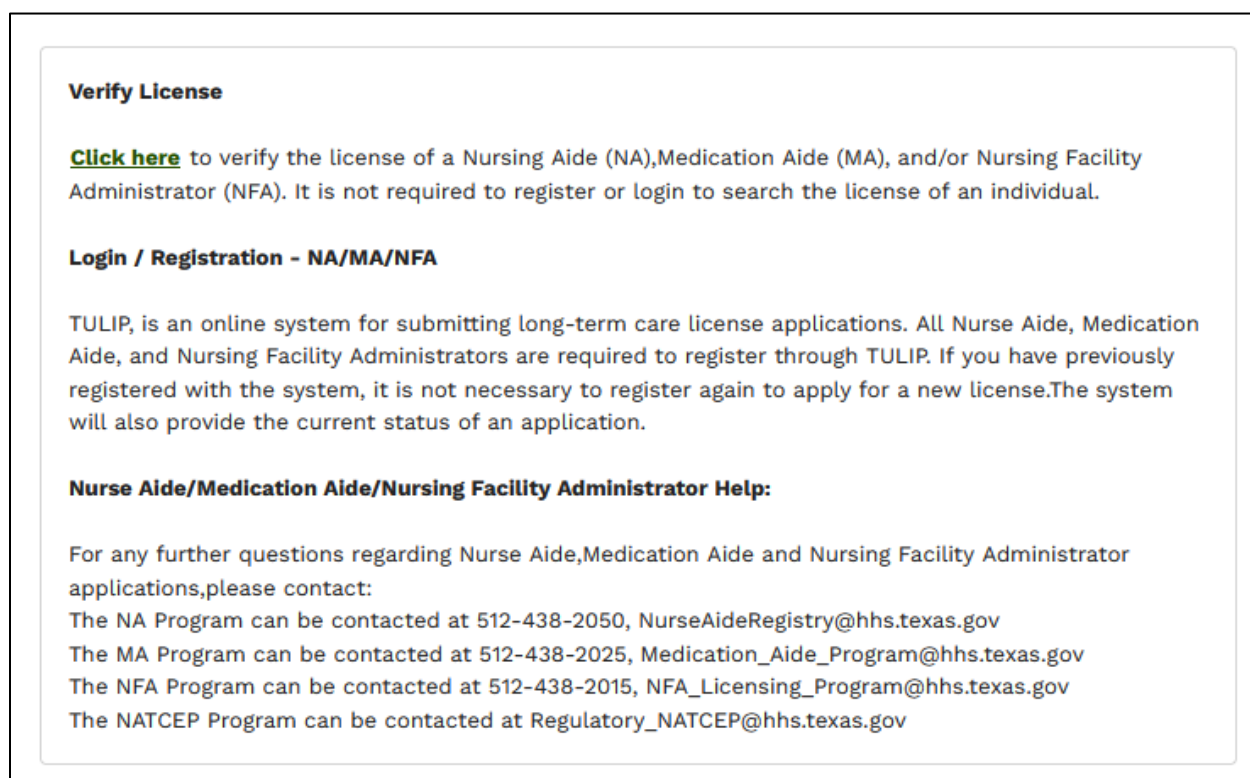
Figure - Screen to enter new password and complete registration.

2. Public Search

This section is for users who want to verify the license of a Nursing Facility Administrator (NFA). It is not required to register or login to search the license of an individual.

Go to link https://txhhs.force.com/TULIP/s/login/ and you will be presented with below screen.

Verify License

Click here to verify the license of a Nursing Aide (NA),Medication Aide (MA), and/or Nursing Facility Administrator (NFA). It is not required to register or login to search the license of an individual.

Login / Registration - NA/MA/NFA

TULIP, is an online system for submitting long-term care license applications. All Nurse Aide, Medication Aide, and Nursing Facility Administrators are required to register through TULIP. If you have previously registered with the system, it is not necessary to register again to apply for a new license.The system will also provide the current status of an application.

Nurse Aide/Medication Aide/Nursing Facility Administrator Help:

For any further questions regarding Nurse Aide,Medication Aide and Nursing Facility Administrator applications,please contact:
The NA Program can be contacted at 512-438-2050, NurseAideRegistry@hhs.texas.gov
The MA Program can be contacted at 512-438-2025, Medication_Aide_Program@hhs.texas.gov
The NFA Program can be contacted at 512-438-2015, NFA_Licensing_Program@hhs.texas.gov
The NATCEP Program can be contacted at Regulatory_NATCEP@hhs.texas.gov

Figure - TULIP login page with public search.

Click on the link called 'click here' which will open below page.

Figure - Public search screen.

2.1. Search for Nursing Facility Administrator in Registry

Enter information and select from one of the program types (Currently will work for Nursing Facility Administrator only) and click search to see results.

System will allow search with one field or a combination of below fields

- first name

- last name

- license number

- SSN

- City

- State

- Zip code

Figure - Public search for Nursing Facility Administrator.

2.2.   Subscribe and Unsubscribe

You can Subscribe and Unsubscribe to get licensure detail changes of Nursing Facility Administrator.

2.2.1.   Subscribe

Search for the person you want to subscribe for and select that person from the list

Figure - Public search page.

Click on the checkbox next to the person and click on 'Subscribe' to see below screen.

Figure - Subscribe page.

Enter your name, email ID and click on 'Save'

You will get a confirmation message that your subscription was successful.
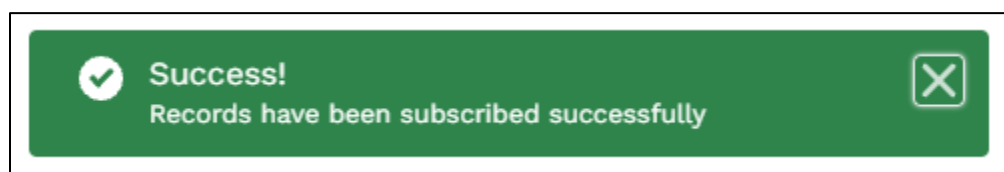
Figure - Confirmation message.

2.2.2.   Unsubscribe

Search for the person you want to unsubscribe for and select that person from the list

Figure - Public search page.

Click on the checkbox next to the person and click on 'Unsubscribe' to see below screen.

Figure - Unsubscribe page.

Enter your email ID and click on 'Save'

You will get a confirmation message that you have successful unsubscribed.
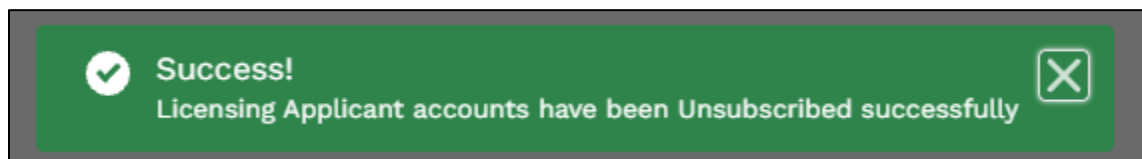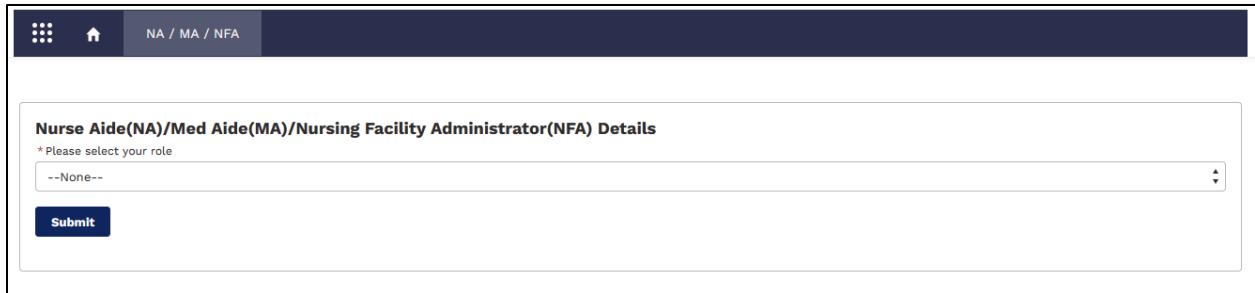
Figure - Confirmation message.

3. NA MA NFA Tab

On TULIP homepage ([1.1.1 TULIP Homepage](#)), click on the tab 'NA/ MA/ NFA' to view below screen

Figure - NA MA NFA Tab page

System will display below option for field 'Please select your role'.

- Licensing Applicant

3.1.   Licensing Applicant Page

Please select 'Applicant' for question 'Please select your role' to view below screen

Following tabs are available on applicant home page

- Home

- Dashboard

- Profile

- Applications

- Internship Requests

- License Printing

- Helpful Links

Figure - Applicant home page

Note: Each tab will be displayed in next sections.

3.1.1.   Dashboard

Dashboard tab will display recent activity of applicant on occupational license applications and other notifications related to the applications

Figure - Applicant dashboard page

By default, system will display only few notifications per page. You can click on the buttons 'next' and 'previous' to see more notifications.

3.1.2.   Profile

Profile tab will display the following information related to an applicant

- Personal Information

- Academic and Alternative Education

- Work History

- Continuing Education

- Additional Documents

- Exam

- Training/Internship History

- Criminal History

- Enforcement

Figure – Applicant profile tab page

Personal Information

On profile page, click on the 'personal information' tab which is available on the sidebar to see below screen

Figure - Applicant profile page – personal information tab

You can update your address on this page and click on 'save' button to save the information.

Note: System will not allow you to update fields that are greyed out.

Academic and Alternative Education

On profile page, click on the 'Academic and Alternative education' tab which is available on the sidebar to see below screen

On this screen you can see information related to your degree's and academic and alternative education details which were listed on previously submitted applications.

Figure - Applicant profile page – academic and alternative education tab

Work History

On profile page, click on the 'Work History' tab which is available on the sidebar to see below screen

On this screen you can see information related to your work history which was listed on previously submitted applications.

Figure - Applicant profile page – work history tab

Continuing Education

On profile page, click on the 'Continuing education' tab which is available on the sidebar to see below screen.

On this screen you can see information related to your continuing education history which was listed on previously submitted applications.

Figure - Applicant profile page – continuing education history tab

If you want to add a new continuing education record, click on the 'Add' button on the page to see below screen.

Figure - Applicant profile page – add continuing education page

Enter all the necessary information and click on 'save' button to save the record.

Click on 'Cancel' button to cancel and go back to continuing education history page.

Additional Documents

On profile page, click on the 'Additional Documents' tab which is available on the sidebar to see below screen.

On this screen you can see documents related to your account.

Home	Dashboard	Profile	Applications	License Printing	Helpful Links

	Name	Approval Status	Document Date	Document Type
Personal Information				
Academic and Alternative Education	Document Name	Approved	2021-10-01	Form 5518
Work History				
Continuing Education				
Additional Documents				
Exam				
Training/Internship History				
Criminal History				
Enforcement				

Figure - Applicant profile page – additional documents page

Exam

On profile page, click on the 'Exam' tab which is available on the sidebar to see below screen.

On this screen you can see information related to your previous exams which were listed on previously submitted applications.

Home	Dashboard	Profile	Applications	License Printing	Helpful Links

Personal Information	**Exam Scores**					
Academic and Alternative Education						
Work History	**Nursing Facility Administrator (NFA)**					
Continuing Education	**Exam Number**	**Application ID**	**Exam Type**	**Exam Score**	**Exam Date**	**Exam Status**
Additional Documents	EX-2288	RSLAN-0002891				
Exam	_					
Training/Internship History	**Med Aide (MA)**					
Criminal History	**Exam Number**	**Application ID**	**Licensure Type**	**Exam Date**	**Exam Type**	**Status**
Enforcement						

Figure - Applicant profile page – exam page

Training/Internship History

On profile page, click on the 'Training/Internship History' tab which is available on the sidebar to see below screen.

On this screen you can see information related to your training/internship history which were listed on previously submitted applications.

Home	Dashboard	Profile	Applications	Internship Requests	License Printing	Helpful Links

	Internship ID	Application ID	Internship Status	Start Date	End Date	Number of Beds	Internship Hours	Preceptor Name
Personal Information	Internship ID-0000034	RSLAN-0004083	Request Submitted	2020-01-01	2021-03-08	10	100	Mr Preceptor
Academic and Alternative Education								
Work History								
Continuing Education								
Additional Documents								
Exam								
Training/Internship History								
Enforcement								

Figure - Applicant profile page – training/internship history page

Criminal History
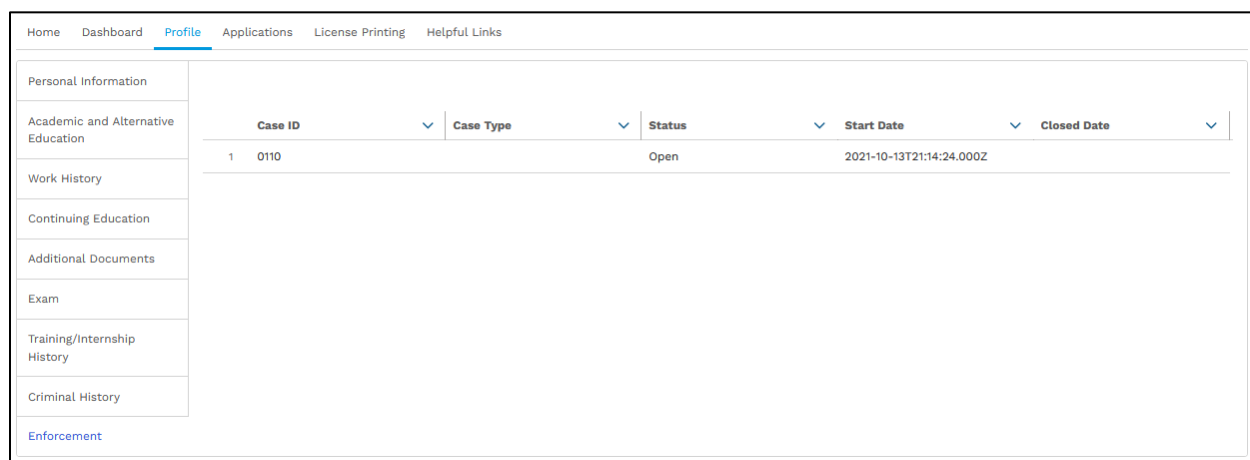
On profile page, click on the 'Criminal History' tab which is available on the sidebar to see below screen.

On this screen you can see information related to your criminal history cases.

Enforcement

On profile page, click on the 'Enforcement' tab which is available on the sidebar to see below screen.

On this screen you can see information related to your enforcement cases.

Figure - Applicant profile page – enforcement history page

3.1.3. Applications

Applications tab will display a button called 'New Credentialing Application' to create new applications and also display previously submitted applications by you.

Figure - Applications page

Click on 'New Credentialing Application' button to create and submit a license application. See sections 4. Nursing Facility Administrator Applications on steps to create and submit an application.

To change the view, click on the drop-drop button highlighted in below screen.

Figure - Application page view

3.1.4.   License Printing

This screen displays your license as shown below and system allows you to preview and download your license.

Figure – License Printing tab

Clicking on 'Preview' button will display your license as shown below.

Figure – License page

System allows you to preview and download your license. Click on 'Download' button to download and save the license on your computer.

3.1.5. Helpful Links

This screen displays helpful links.
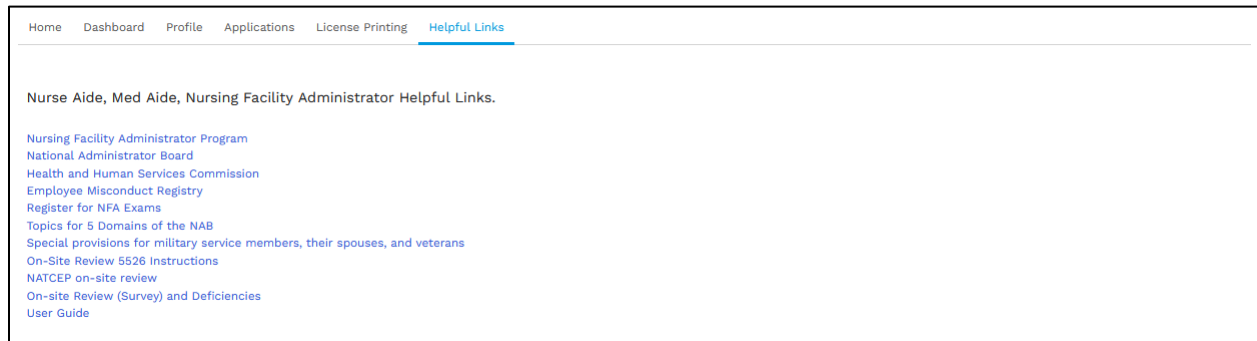
Figure – Helpful Links page

4. Nursing Facility Administrator Applications

Following applications are applicable to Nursing Facility Administrator (NFA)

- Initial License Application

- NFA License by HSE Qualification Application

- Nursing Facility Administrator License for Military Spouse stationed in Texas Application

- Request for Entry on the Texas Nurse Aide Registry Through Reciprocity

- Reciprocity Application

- Provisional License Application

- Inactive Status Application

- Preceptor Application

- Military Renewal Waiver Application

- Renewal Application

- Name Change Application

- Request for Criminal History Evaluation Letter

To create a new application, go to NA/MA/NFA tab and select your role as 'Applicant' to see below screen.

Figure - Applicant home page

Click on the Applications' tab to see below screen.

Figure - Applications page

Applications tab will display a button called 'New Credentialing Application' to create new applications and also display previously submitted applications by you.

Click on the button 'New Credentialing Application' to see below screen.

Figure - Select an Application page

Note: System will automatically render appropriate applications based on your license status (Prospect, Licensed etc.) and your answers to the questions on this page.

See next sections for steps on how to create and submit each individual application.

4.1. Initial License Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to below screen.

Note: This application is applicable to applicants who are prospects and who do not hold a professional license with state of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'No' for question 'Are you a military spouse with active Out-of-State License and Do you have a Texas Address?'

5. Select 'No' for question 'Are you HSE Certified?'

6. Select 'No' for question 'Do you have an active Out-of-State License and want to pursue reciprocity?'

7. Select 'Initial License Application' for question 'Please select an application?'

8. Click 'Next' to view the application

Note: Fields marked with * are required.

After you click next, system will display below screen to review or edit your information.

Figure - Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'click here' will display below screen.

Figure - Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'cancel' button to exit to 'personal information' tab without saving the information.

Figure - Personal information tab

Click on 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Acknowledgement tab

Click on 'previous' button to go to previous tab, 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Academic and Degree Information Tab

System will display below screen when you click on the button 'Add Degree' to add academic and degree information.
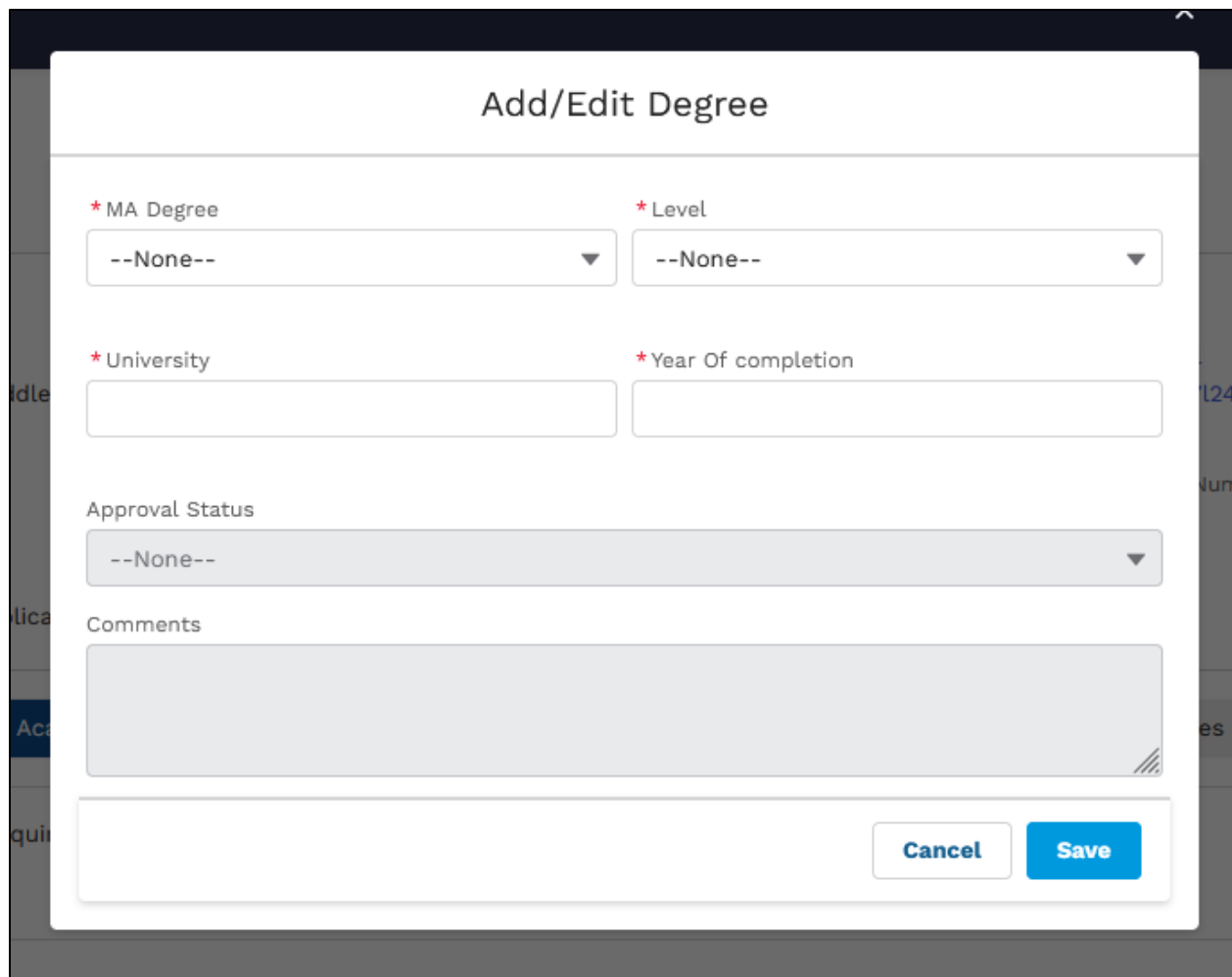
Figure - Add/Edit Degree Tab

Clicking on 'save' button will save the record, clicking on 'cancel' button will not save the record and will take the user back to academic and degree information tab.

Clicking on 'save' button will display below screen.

Figure - Academic and Degree Information Tab

Clicking on 'Edit' button next to the record will allow you to edit the record or clicking on 'Delete' button next to the record will allow you to delete the record.

System will display below screen when you click on the button 'Add Alternative Education' to add academic and alternative education information.

Figure - Add/Edit Alternative Education Tab

Clicking on 'save' button will save the record, clicking on 'cancel' button will not save the record and will take the user back to academic and degree information tab.

Clicking on 'save' button will display below screen.

Figure - Academic and Degree Information Tab

Clicking on 'Edit' button next to the record will allow you to edit the record or clicking on 'Delete' button next to the record will allow you to delete the record. Clicking on 'next' button will display below screen.

Figure - Attestation for Application tab

Clicking on 'next' button will display below screen.

Figure - Military Provision tab

Clicking on 'next' button will display below screen.

Figure - Documents tab

This screen allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to see below screen.

Figure - Add new additional attachment page

Enter attachment name, description and click next to see below screen.

Figure - Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Figure - Documents tab

Clicking on 'next' button will display below screen.

Figure - Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'next' button to proceed to below screen.

Figure - Summary tab

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

Figure - Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section 5.4 How to pay for applications? for steps on how to make payment and return to application to submit the application.

Note: Second payment may be required for some applications, if your application requires second or additional payment you will get a notification from HHS.

To make second payment login to your account, open the application that requires second/additional payment and click on 'Payment 2' tab to see below tab.

Please refer to section 5.4. How to pay for applications? for steps on how to make payment and return to application to submit the application.

Figure - Payment tab

After you complete the payment, click on 'next' button to proceed to below screen.

Figure - Submit tab

Clicking on 'submit' button will display below confirmation screen with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure - Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.2.   Internship Application

After you submit an NFA initial license application, you are required to submit an 'Internship' application unless you are required for internship waiver eligibility (this will be determined by HHSC staff).

Please see below steps on how to submit an internship application.

Go to 'NA/MA/NFA' tab, select your role as 'Applicant', select name and go to 'Applications' tab to see below screen.

Figure - Applications page

Clicking on the application number will open the application and show below screen.

Figure – Requirement checklist tab

Clicking on 'Internship' tab will display below screen.

Figure – Internship tab

Clicking on 'Apply for Internship' button will display below screen.

Figure – Internship application page

Enter all required fields and click on 'Save' button to see below screen.

Figure – Internship tab

Click on 'Apply for Internship' button to submit another internship application or click on home icon to go back to Applicant tab.

4.3.   NFA License by HSE Qualification Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to below screen.

Note: This application is applicable to applicants who are prospects and who do not hold a professional license with state of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'No' for question 'Are you a military spouse with active Out-of-State License and Do you have a Texas Address?'

5. Select 'Yes' for question 'Are you HSE Certified?'

6. Select 'NFA License by HSE Qualification Application' for question 'Please select an application?'

7. Click 'Next' to view the application

Note: Fields marked with * are required.

After you click next, system will display below screen to review or edit your information.

Figure - Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'click here' will display below screen.

Profile Information

Profile Information

First Name

New

Middle Name

First Name New Middle Name New Last

Last Name

Name

SSN

123-45-1234

* Phone

1111111111

Alternate Phone

2222222223

* Address Line1

TEST new

Address Line2

1001

* City

newyork1

* State

TN

* ZipCode

12345-1164

* Method of Communication for Fingerprinting

Email

Save Profile   Cancel

Next   Cancel   Save   Withdraw

Figure - Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'cancel' button to exit to 'personal information' tab without saving the information.

Figure - Personal information tab

Click on 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Acknowledgement tab

Click on 'previous' button to go to previous tab, 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Attestation for Application tab

Clicking on 'next' button will display below screen.

Figure - Military Provision tab

Clicking on 'next' button will display below screen.

Figure - Documents tab

This screen allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to see below screen.

Figure - Add new additional attachment page

Enter attachment name, description and click next to see below screen.

Figure - Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Figure - Documents tab

Clicking on 'next' button will display below screen.

Figure - Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'next' button to proceed to below screen.

Figure - Summary tab

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

Figure - Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section 5.4. How to pay for applications? for steps on how to make payment and return to application to submit the application.

Note: Second payment may be required for some applications, if your application requires second or additional payment you will get a notification from HHS.

To make second payment login to your account, open the application that requires second/additional payment and click on 'Payment 2' tab to see below tab.

Please refer to section 5.4 How to pay for applications? for steps on how to make payment and return to application to submit the application.

Figure - Payment tab

After you complete the payment, click on 'next' button to proceed to below screen.

Figure - Submit tab

Clicking on 'submit' button will display below confirmation screen with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure - Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.4.   NFA License for Military Spouse stationed in Texas Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to below screen.

Note: This application is applicable to applicants who are prospects and who do not hold a professional license with state of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Yes' for question 'Are you a military spouse with active Out-of-State License and Do you have a Texas Address?'

5. Select 'Nursing Facility Administrator License for Military Spouse stationed in Texas Application' for question 'Please select an application?'

6. Click 'Next' to view the application

Note: Fields marked with * are required.

After you click next, system will display below screen to review or edit your information.

Figure - Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'click here' will display below screen.

Profile Information

Profile Information

First Name

New

Middle Name

First Name New Middle Name New Last

Last Name

Name

SSN

123-45-1234

* Phone

1111111111

Alternate Phone

2222222223

* Address Line1

TEST new

Address Line2

1001

* City

newyork1

* State

TN

* ZipCode

12345-1164

* Method of Communication for Fingerprinting

Email

Save Profile   Cancel

Figure - Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'cancel' button to exit to 'personal information' tab without saving the information.

Figure - Personal information tab

Click on 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.
Clicking on 'next' button will display below screen.

Figure - Acknowledgement tab

Click on 'previous' button to go to previous tab, 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Other State Verification Tab Page 1

Click on the button 'Add Other State Verification Information' to add your other state certificate information.

Figure - Other State Verification Tab Page 2

Clicking on 'save' button will save the record, clicking on 'cancel' button will not save the record and will take the user back to other state verification tab.

Clicking on 'save' button will display below screen.

Figure - Other State Verification Tab Page 3

Clicking on 'Edit' button next to the record will allow you to edit the record or clicking on 'Delete' button next to the record will allow you to delete the record.

Clicking on 'next' button will display below screen.

Figure - Attestation for Application tab

Clicking on 'next' button will display below screen.

Figure - Documents tab

This screen allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to see below screen.

Figure - Add new additional attachment page

Enter attachment name, description and click next to see below screen.

Figure - Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Figure - Documents tab

Clicking on 'next' button will display below screen.

Figure - Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'next' button to proceed to below screen.

Figure - Summary tab

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

Figure - Submit tab

Clicking on 'submit' button will display below confirmation screen with application number.

Figure – Confirmation message

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.5.   Request for Entry on the Texas NA Registry Through Reciprocity/ Reciprocity Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to below screen.

Note: This application is applicable to applicants who are prospects and who do not hold a professional license with state of Texas.

Request for entry on the Texas NA registry through reciprocity

To create and submit request for entry on the Texas NA registry through reciprocity application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Yes' for question 'Are you a military spouse with active Out-of-State License and Do you have a Texas Address?'

5. Select 'Request for Entry on the Texas Nurse Aide Registry Through Reciprocity' for question 'Please select an application?'

6. Click 'Next' to view the application

Reciprocity Application

- If you do not hold a license with state of Texas see '**Note 1**' below.

- If your license is **'Expired'**, please see '**Note 2**' below.

Note 1: This application is applicable to applicants who are prospects and who do not hold a professional license with state of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'No' for question 'Are you a military spouse with active Out-of-State License and Do you have a Texas Address?'

5. Select 'No' for question 'Are you HSE Certified?'

6. Select 'Yes' for question 'Do you have an active Out-of-State License and want to pursue reciprocity?'

7. Select 'No' for question 'Do you have 2 years of NFA Employment?'

8. Select 'Reciprocity Application' for question 'Please select an application?'

9. Click 'Next' to view the application

Note 2: This application is applicable to applicants who are licensed but whose professional license with state of Texas is 'Expired'.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'No' for question 'Do you have Active Out- of State License?'

5. Select 'Reciprocity Application' for question 'Please select an application?'

6. Click 'Next' to view the application

Note: Fields marked with * are required.

After you click next, system will display below screen to review or edit your information.

Figure - Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'click here' will display below screen.

Figure - Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'cancel' button to exit to 'personal information' tab without saving the information.

Figure - Personal information tab

Click on 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Acknowledgement tab

Click on 'previous' button to go to previous tab, 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Attestation for Application tab

Clicking on 'next' button will display below screen.

Figure - Military Provision tab

Clicking on 'next' button will display below screen.

Figure - Documents tab

This screen allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to see below screen.

Figure - Add new additional attachment page

Enter attachment name, description and click next to see below screen.

Figure - Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Figure - Documents tab

Clicking on 'next' button will display below screen.

Figure - Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'next' button to proceed to below screen.

Figure - Summary tab

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

Figure - Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section 5.4. How to pay for applications? for steps on how to make payment and return to application to submit the application.

Note: Second payment may be required for some applications, if your application requires second or additional payment you will get a notification from HHS.

To make second payment login to your account, open the application that requires second/additional payment and click on 'Payment 2' tab to see below tab.

Please refer to section 5.4. How to pay for applications? for steps on how to make payment and return to application to submit the application.

Figure - Payment tab

After you complete the payment, click on 'next' button to proceed to below screen.

Figure - Submit tab

Clicking on 'submit' button will display below confirmation screen with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure - Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.6.   Provisional License Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to below screen.

Note: This application is applicable to applicants who are prospects and who do not hold a professional license with state of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'No' for question 'Are you a military spouse with active Out-of-State License and Do you have a Texas Address?'

5. Select 'No' for question 'Are you HSE Certified?'

6. Select 'Yes' for question 'Do you have an active Out-of-State License and want to pursue reciprocity?'

7. Select 'Yes' for question 'Do you have 2 years of NFA Employment?'

8. Select 'Provisional License Application' for question 'Please select an application?'

9. Click 'Next' to view the application

Note: Fields marked with * are required.

After you click next, system will display below screen to review or edit your information.

Figure - Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'click here' will display below screen.

Profile Information

Profile Information

First Name

New

Middle Name

First Name New Middle Name New Last

Last Name

Name

SSN

123-45-1234

* Phone

1111111111

Alternate Phone

2222222223

* Address Line1

TEST new

Address Line2

1001

* City

newyork1

* State

TN

* ZipCode

12345-1164

* Method of Communication for Fingerprinting

Email

Save Profile   Cancel

Figure - Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'cancel' button to exit to 'personal information' tab without saving the information.

Figure - Personal information tab

Click on 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Acknowledgement tab

Click on 'previous' button to go to previous tab, 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Work History Details tab

Click on the button 'Add work history' to add your work history.

Figure - Add Work History page

Clicking on 'save' button will save the record, clicking on 'cancel' button will not save the record and will take the user back to work history tab.

Clicking on 'save' button will display below screen.

Figure - Work History Details tab

Clicking on 'employer name' will allow you to edit the record or clicking on 'Delete' button next to the record will allow you to delete the record.

Clicking on 'next' button will display below screen.

Figure - Attestation for Application tab

Clicking on 'next' button will display below screen.

Figure - Military Provision tab

Clicking on 'next' button will display below screen.

Figure - Documents tab

This screen allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to see below screen.

Figure - Add new additional attachment page

Enter attachment name, description and click next to see below screen.

Figure - Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Clicking on 'next' button will display below screen.

Figure - Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'next' button to proceed to below screen.

Figure - Summary tab

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

Figure - Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section 5.4 How to pay for applications? for steps on how to make payment and return to application to submit the application.

After you complete the payment, click on 'next' button to proceed to below screen.

Figure - Submit tab

Clicking on 'submit' button will display below confirmation screen with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure - Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.7. Reinstatement Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to below screen.

Note: This application is applicable to applicants who are licensed but whose professional license with state of Texas is 'Expired'.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Yes' for question 'Do you have Active Out- of State License?'

5. Select 'Reinstatement Application' for question 'Please select an application?'

6. Click 'Next' to view the application

Note: Fields marked with * are required.

After you click next, system will display below screen to review or edit your information.

Figure - Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'click here' will display below screen.

Figure - Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'cancel' button to exit to 'personal information' tab without saving the information.

Figure - Personal information tab

Click on 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Acknowledgement tab

Click on 'previous' button to go to previous tab, 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Work History Details tab

Click on the button 'Add work history' to add your work history.

Figure - Add Work History page

Clicking on 'save' button will save the record, clicking on 'cancel' button will not save the record and will take the user back to work history tab.

Clicking on 'save' button will display below screen.

Employer Name	City	Employment Start Date	Employment End Date	Employment Approval Status	Job Title	Delete
Nursing Facility		09/01/2021	09/30/2021	Open	Job Title	🗑

+ Add Work History

Previous | Next | Save | Cancel | Withdraw

Figure - Work History Details tab

Clicking on 'employer name' will allow you to edit the record or clicking on 'Delete' button next to the record will allow you to delete the record.

Clicking on 'next' button will display below screen.

Attestation for Application   Add Deficiencies

* ☐ I Acknowledge – The facts set forth in the foregoing application are true to the best of my knowledge. I understand that submission of false information in the foregoing application will constitute grounds for denial, suspension or revocation of my certification

* Signature - Applicant

* Date

Previous | Next | Save | Cancel | Withdraw

Figure - Attestation for Application tab

Clicking on 'next' button will display below screen.

Figure - Military Provision tab

Clicking on 'next' button will display below screen.

Figure - Documents tab

This screen allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to see below screen.

Figure - Add new additional attachment page

Enter attachment name, description and click next to see below screen.

Figure - Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Clicking on 'next' button will display below screen.

Figure - Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'next' button to proceed to below screen.

Figure - Summary tab

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

Figure - Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section 5.4 How to pay for applications? for steps on how to make payment and return to application to submit the application.

After you complete the payment, click on 'next' button to proceed to below screen.

Figure - Submit tab

Clicking on 'submit' button will display below confirmation screen with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure - Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.8.   Inactive Status Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to below screen.

Note: This application is applicable to applicants who are licensed and who hold an 'Active' or 'Inactive' professional license with state of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Inactive Status Application' for question 'Please select an application'

5. Click 'Next' to view the application

Note: Fields marked with * are required.

After you click next, system will display below screen to review or edit your information.

Figure - Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'click here' will display below screen.

Figure - Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'cancel' button to exit to 'personal information' tab without saving the information.

Figure - Personal information tab

Click on 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Acknowledgement tab

Click on 'previous' button to go to previous tab, 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Attestation for Application tab

Clicking on 'next' button will display below screen.

Figure - Military Provision tab

Clicking on 'next' button will display below screen.

Figure - Documents tab

This screen allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to see below screen.

Figure - Add new additional attachment page

Enter attachment name, description and click next to see below screen.

Figure - Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Clicking on 'next' button will display below screen.

Figure - Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'next' button to proceed to below screen.

Figure - Summary tab

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

Figure - Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section 5.4 How to pay for applications? for steps on how to make payment and return to application to submit the application.

After you complete the payment, click on 'next' button to proceed to below screen.

Figure - Submit tab

Clicking on 'submit' button will display below confirmation screen with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure - Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.9.   Preceptor Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to below screen.

Note: This application is applicable to applicants who are licensed and who hold an 'Active' professional license with state of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Preceptor Application' for question 'Please select an application'

5. Click 'Next' to view the application

Note: Fields marked with * are required.

After you click next, system will display below screen to review or edit your information.

This page displays personal information and a button called 'click here' to update the information.

Figure - Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'click here' will display below screen.

Profile Information

Profile Information

First Name

New

Middle Name

First Name New Middle Name New Last

Last Name

Name

SSN

123-45-1234

* Phone

1111111111

Alternate Phone

2222222223

* Address Line1

TEST new

Address Line2

1001

* City

newyork1

* State

TN

* ZipCode

12345-1164

* Method of Communication for Fingerprinting

Email

Save Profile   Cancel

Figure - Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'cancel' button to exit to 'personal information' tab without saving the information.

Figure - Personal information tab

Click on 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Acknowledgement tab

Click on 'previous' button to go to previous tab, 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Work History Details tab

Click on the button 'Add work history' to add your work history.

Add Work History

*HHSC Vendor/Facility Id

Search

*Employer Name

Business Type ⓘ

--None--

Employer Phone Number

Is this your current Occupation? ⓘ

☐

*Employment Start Date

*Employment End Date

Job Title

Were you a Nursing Facility Administrator there?

--None--

Mailing Address Line 1

Mailing Address Line 2

Mailing Zipcode

Cancel   Save

Figure - Add Work History page

 Clicking on 'save' button will save the record, clicking on 'cancel' button will not save the record and will take the user back to work history tab.

Clicking on 'save' button will display below screen.

Figure - Work History Details tab

Clicking on 'employer name' will allow you to edit the record or clicking on 'Delete' button next to the record will allow you to delete the record.

Clicking on 'next' button will display below screen.

Figure - Continuing Education tab

Click on the button 'Add' to add continuing education information.

Add CEU

* Continuing Education Course Code

--None--

Course Number

Course Name

Total CEU

Ethics CEU

Sponsor Name

Date Completed

Transcript

⬆ Upload Files   Or drop files

CEU Status

--None--

Comments

Cancel   Save

Figure - Add Continuing Education page

Clicking on 'save' button will save the record, clicking on 'cancel' button will not save the record and will take the user back to work history tab.

Clicking on 'save' button will display below screen.

Figure - Continuing Education tab

Clicking on 'next' button will display below screen.

Figure - Attestation for Application tab

Clicking on 'next' button will display below screen.

Figure - Military Provision tab

Clicking on 'next' button will display below screen.

Figure - Documents tab

This screen allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to see below screen.

Figure - Add new additional attachment page

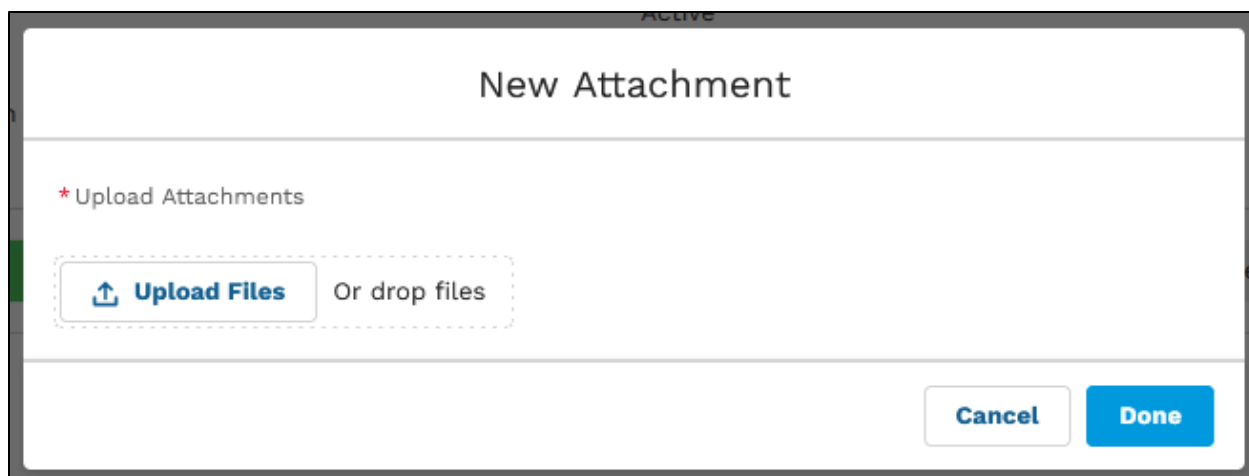Enter attachment name, description and click next to see below screen.

Figure - Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

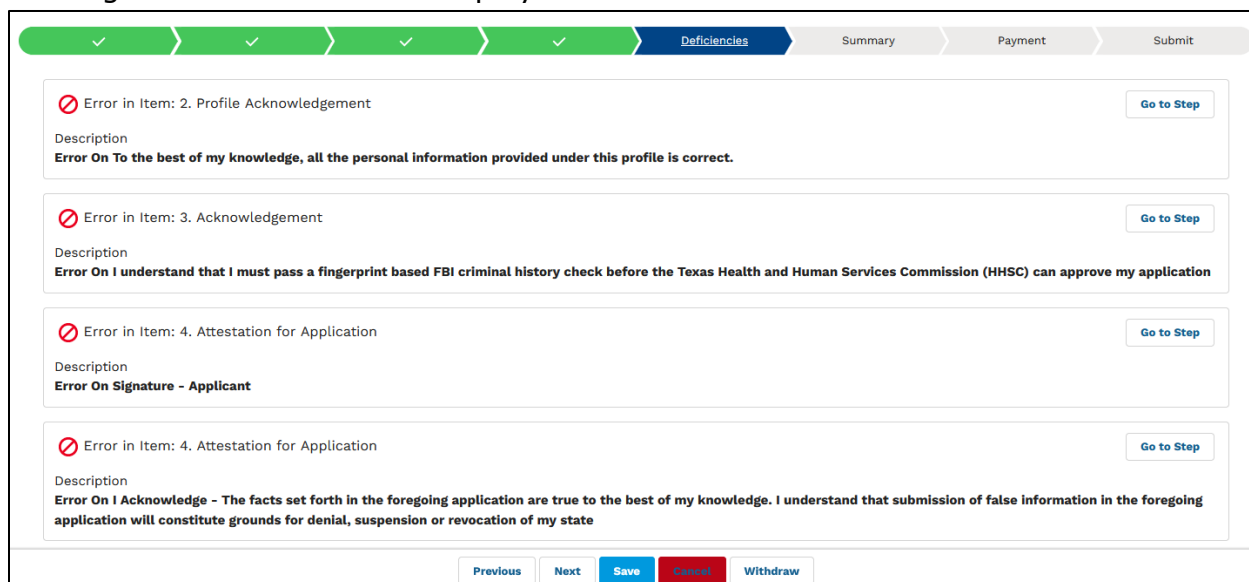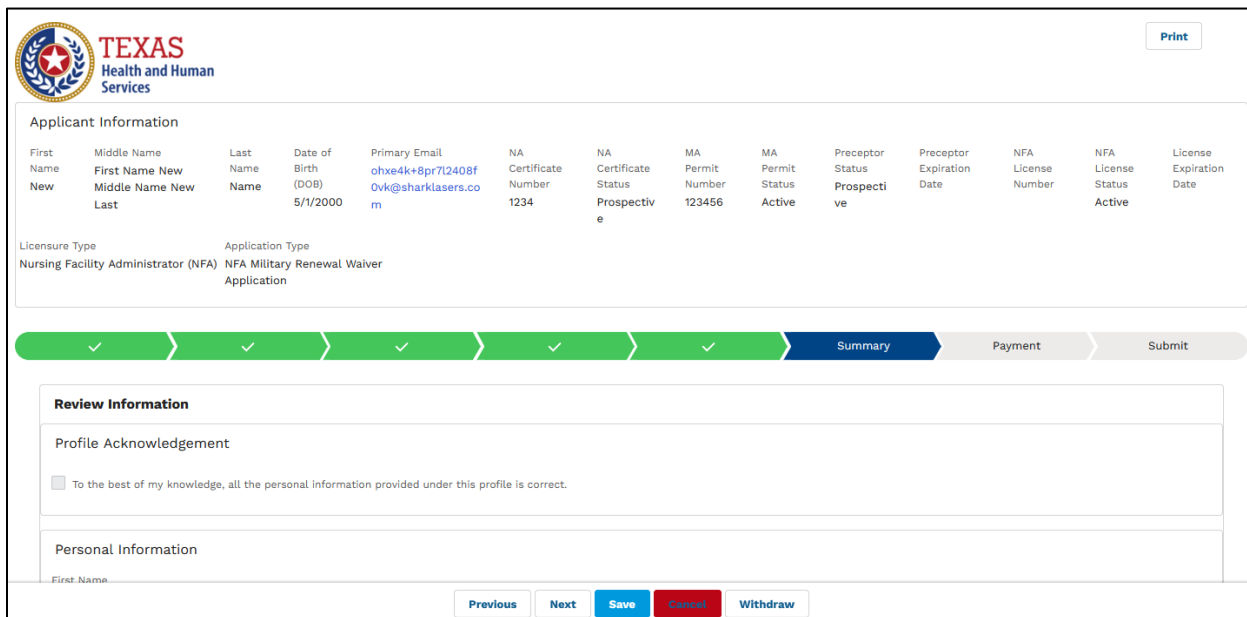Clicking on 'next' button will display below screen.

Figure - Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'next' button to proceed to below screen.

Figure - Summary tab

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

Figure - Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section 5.4. How to pay for applications? for steps on how to make payment and return to application to submit the application.

After you complete the payment, click on 'next' button to proceed to below screen.

Figure - Submit tab

Clicking on 'submit' button will display below confirmation screen with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure - Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.10. Military Renewal Waiver Application

Please go to section <u>4. Nursing Facility Administrator Applications</u> for steps on how to get to below screen.

Note: This application is applicable to applicants who are licensed and who hold an 'Active' or 'Inactive' professional license with state of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Military Renewal Waiver Application' for question 'Please select an application'

5. Click 'Next' to view the application

Note: Fields marked with * are required.

After you click next, system will display below screen to review or edit your information.

Figure - Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'click here' will display below screen.

Profile Information

Profile Information

First Name

New

Middle Name

First Name New Middle Name New Last

Last Name

Name

SSN

123-45-1234

* Phone

1111111111

Alternate Phone

2222222223

* Address Line1

TEST new

Address Line2

1001

* City

newyork1

* State

TN

* ZipCode

12345-1164

* Method of Communication for Fingerprinting

Email

Save Profile   Cancel

Figure - Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'cancel' button to exit to 'personal information' tab without saving the information.

Figure - Personal information tab

Click on 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Acknowledgement tab

Click on 'previous' button to go to previous tab, 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Attestation for Application tab

Clicking on 'next' button will display below screen.

Figure - Documents tab

This screen allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to see below screen.

Figure - Add new additional attachment page

Enter attachment name, description and click next to see below screen.

Figure - Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Clicking on 'next' button will display below screen.

Figure - Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'next' button to proceed to below screen.

Figure - Summary tab

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

Figure - Payment tab

Clicking on 'next' button will display below screen.

Figure - Submit tab

Clicking on 'submit' button will display below confirmation screen with application number.

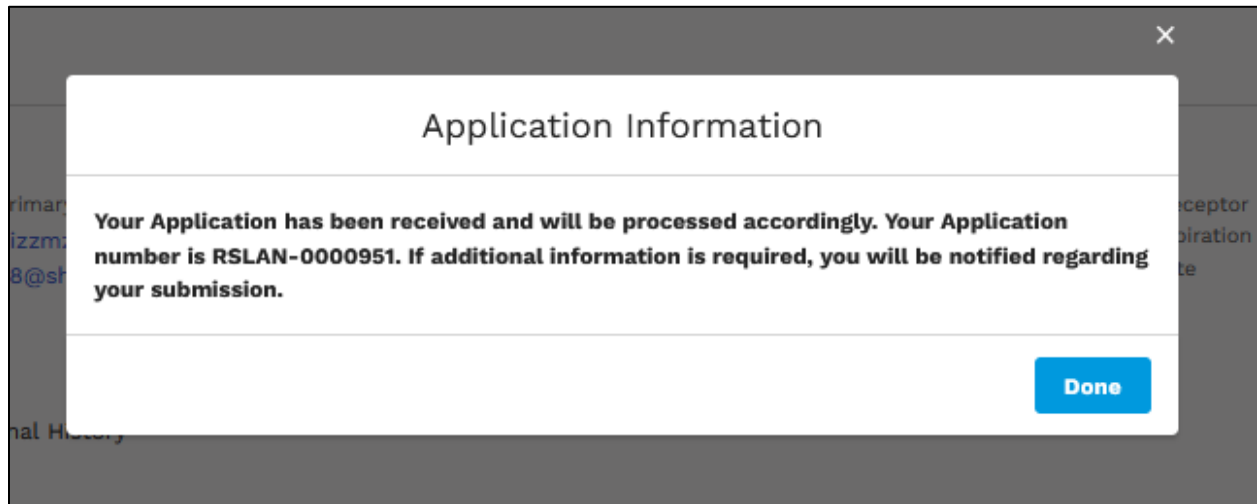**Note:** 'Submit' button will be disabled if payment was not made.

Figure - Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.11. Renewal Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to below screen.

Note: This application is applicable to applicants who are licensed and who hold an 'Active' or 'Inactive' professional license with state of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Renewal Application' for question 'Please select an application'

5. Click 'Next' to view the application

Note: Fields marked with * are required.

After you click next, system will display below screen to review or edit your information.

Figure - Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'click here' will display below screen.

Profile Information

Profile Information

First Name

New

Middle Name

First Name New Middle Name New Last

Last Name

Name

SSN

123-45-1234

* Phone

1111111111

Alternate Phone

2222222223

* Address Line1

TEST new

Address Line2

1001

* City

newyork1

* State

TN

* ZipCode

12345-1164

* Method of Communication for Fingerprinting

Email

Save Profile   **Cancel**

Figure - Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'cancel' button to exit to 'personal information' tab without saving the information.

Figure - Personal information tab

Click on 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Acknowledgement tab

Click on 'previous' button to go to previous tab, 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Continuing Education tab

Click on the button 'Add' to add continuing education information.

Add CEU

*Continuing Education Course Code

--None-- ▼

Course Number

Course Name

Total CEU

Ethics CEU

Sponsor Name

Date Completed

📅

Transcript

⬆ Upload Files   Or drop files

CEU Status

--None-- ▼

Comments

Cancel   Save

Figure - Add Continuing Education page

Clicking on 'save' button will save the record, clicking on 'cancel' button will not save the record and will take the user back to work history tab.

Clicking on 'save' button will display below screen.

Figure - Continuing Education tab

Clicking on 'next' button will display below screen.

Figure - Attestation for Application tab

Clicking on 'next' button will display below screen.

Figure - Military Provision tab

Clicking on 'next' button will display below screen.

Figure - Documents tab

This screen allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to see below screen.

Figure - Add new additional attachment page

Enter attachment name, description and click next to see below screen.

Figure - Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Clicking on 'next' button will display below screen.

Figure - Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'next' button to proceed to below screen.

Figure - Summary tab

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

Figure - Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section 5.4 How to pay for applications? for steps on how to make payment and return to application to submit the application.

After you complete the payment, click on 'next' button to proceed to below screen.

Figure - Submit tab

Clicking on 'submit' button will display below confirmation screen with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure - Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.12. Name Change Application

Please go to section **Error! Reference source not found.**. **Error! Reference source not found.** for steps on how to get to below screen.

Note: This application is applicable to applicants who are licensed and who hold an 'Active' professional license with state of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'Yes' for question 'Do you want to start a Name Change Application?'

3. Select 'Name Change Application' for question 'Please select an application?'

4. Click 'Next' to view the application.

After you click next, system will display below screen to enter your information.

Figure - Personal information tab

Enter your information and click next to see below screen.

Figure - Attestation for Application tab

Clicking on 'next' button will display below screen.

Figure - Documents tab

To upload attachments, click on button 'Add Additional Attachment' to see below screen.

Figure - Add new additional attachment page

Enter attachment name and description and click save to see below screen.

Figure - Documents tab

Click next to see below screen. System will display deficiencies if any of the required fields or information is not entered.

Figure - Deficiencies tab

Clicking on 'next' button will display below screen.

Figure - Payment tab

Note: This application does not require payment.

Clicking on 'next' button will display below screen.

Figure - Summary tab

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

Figure - Submit tab

Note: Submit button will be disabled if deficiencies have not been cleared for application.

Clicking on 'submit' button will display below confirmation screen with application number.

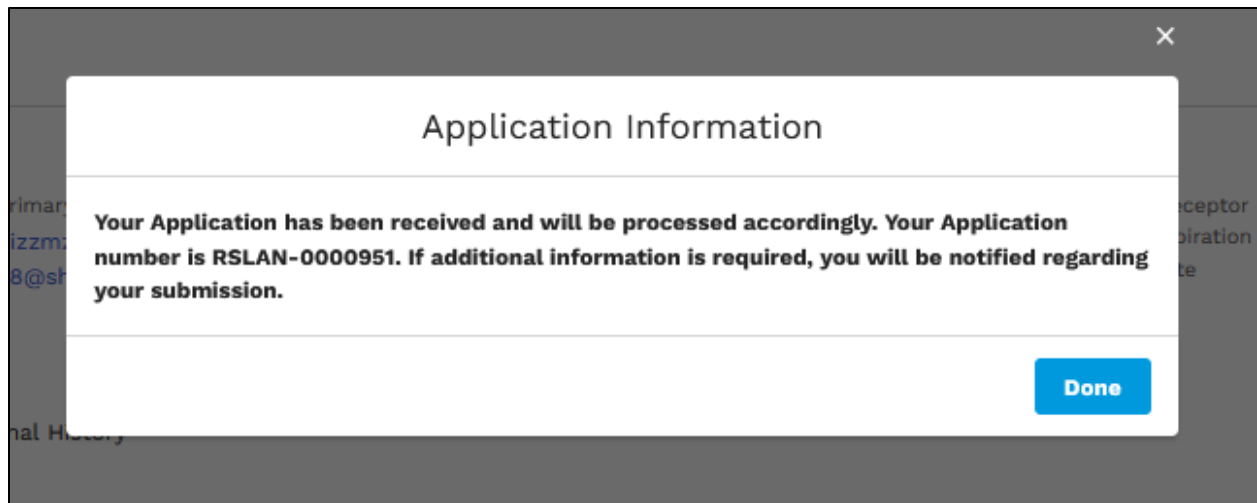**Figure - Confirmation page**

Click on 'Done' to exit to home page.
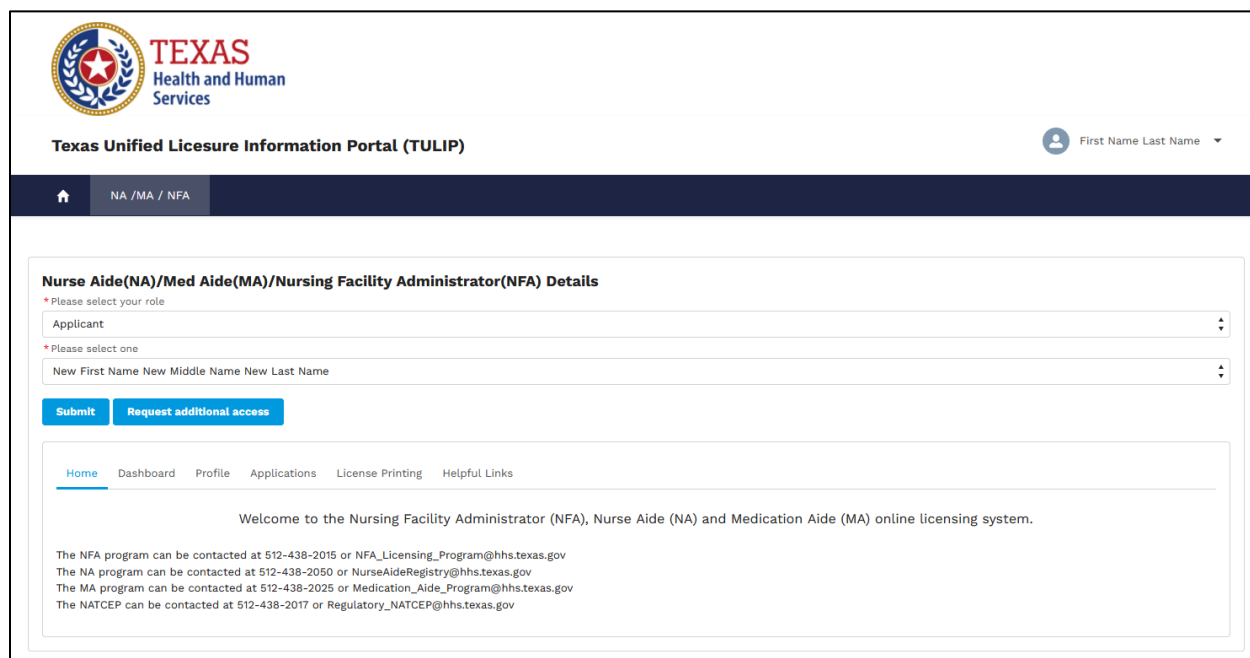
Your application has been successfully submitted!!!

4.13. Request for Criminal History Evaluation Letter

Please go to section **Error! Reference source not found.. Error! Reference source not found.** for steps on how to get to below screen.

To request for criminal history evaluation letter, please select 'yes' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'. System will display below screen.

Figure - Select an Application page

Select your licensure type and click 'Next' button to see below screen.

Note: Fields marked with * are required.

Figure - Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'click here' will display below screen.

Figure - Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'cancel' button to exit to 'personal information' tab without saving the information.

Figure - Personal information tab

Click on 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Questionnaire tab

Click on 'previous' button to go to previous tab, 'next' button to proceed to next tab, 'save' button to save the information entered on this tab, 'cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'next' button will display below screen.

Figure - Acknowledgment tab

Clicking on 'next' button will display below screen.

Figure - Attestation for Application tab

Clicking on 'next' button will display below screen.

Figure - Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency. Address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'next' button to proceed to below screen.

Figure - Summary tab

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

Figure - Submit tab

Clicking on 'submit' button will display below confirmation screen with application number.

Figure - Confirmation page

Click on 'Done' to exit to home page.

Your application has been successfully submitted!

5. Other Information

5.1.   How to Withdraw an application?

This section is applicable to applicants who want to withdraw their incomplete applications or applications which have not been submitted.

To withdraw an application, please follow below steps.

Go to NA/MA/NFA tab and select your role as 'Applicant' and select the applicant name to see below screen.

Figure - Applicant home page

Click on the Applications' tab to see below screen.

Figure - Applications page

Applications tab will display a button called 'New Credentialing Application' to create new applications and also display previously submitted applications by you.

Select an application from the list or click on 'load more' to see more applications.

Click on application number (example RSLAN-0000000) to open an application which is in 'Incomplete' status. Application will be displayed as shown below.

Figure - Application page

Clicking on 'Withdraw' button will display below screen.

Figure - Withdraw confirmation page

Click on 'Ok' button to continue or click on 'Cancel' button to cancel and go back to application page.

Clicking on 'Ok' button will display below confirmation message and withdraw the application.
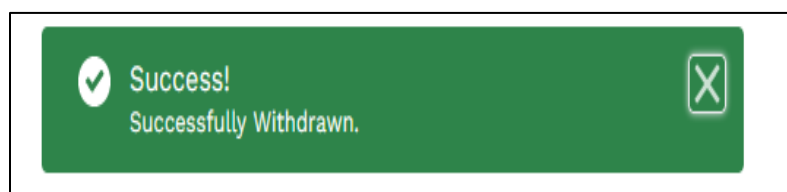
Figure - Withdraw confirmation message page

Click on 'NA/MA/NFA' tab to go back to applicant home page.

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

* Please select your role

Applicant

* Please select one

New First Name New Middle Name New Last Name

Submit   Request additional access

Home   Dashboard   Profile   Applications   License Printing   Helpful Links

Click on Application ID in order to continue with the application process or to check the status.

Credentialing Applications
All A| All Applications

5+ items • Sorted by RS Licensing Application ID • Filtered by All credentialing applications • Updated a minute ago

New Credentialing Application

Search this list...

	RS Licensing ... ↓	L...	Fi...	N...	Date...	Application Type	Licensure Type	Applic...	Last Modified By	Last Modifie...	M...	N...
1	RSLAN-0002862	Name	New	1234	10/7/2021	Name Change	Med Aide (MA)	Withdrawn	First Name Last Na...	10/7/2021 8:51 ...	1234...	
2	RSLAN-0002859	Name	New	1234	10/6/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/6/2021 11:00 ...	1234...	
3	RSLAN-0002858	Name	New	1234	10/6/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/6/2021 10:58...	1234...	
4	RSLAN-0002857	Name	New	1234	10/5/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/5/2021 11:07 ...	1234...	
5	RSLAN-0002856	Name	New	1234	10/5/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/5/2021 2:06 ...	1234...	

Load More

Figure - Applications page

5.2.   How to address a deficiency cited by HHS staff?

This section is applicable to applicants whose application was cited a deficiency by HHS staff.

To address a deficiency on application, please follow below steps.

Go to NA/MA/NFA tab and select your role as 'Applicant' and select the applicant name to see below screen.

Figure - Applicant home page

Click on the Applications' tab to see below screen.

Figure - Applications page

Applications tab will display all applications previously submitted by applicants.

Select the application for which deficiency was cited or application which is in 'Response Required' status.

Figure - Applications page

Click on the application number to open the application.

Figure - Personal information tab

Go to 'Deficiencies tab' to view deficiencies cited by HHS staff.

Figure - Deficiencies tab

This screen displays deficiencies related to the application.

Click on button 'Go to Step' to go the tab where deficiency was cited.

Figure - Deficiency cited tab

Correct the deficiency and go back to deficiency tab. Click on 'Mark as Addressed' and repeat above steps if there are any additional deficiencies cited.

System will change field 'Addressed by Provider' to 'Yes'.

Figure - Deficiencies tab

After all deficiencies have been addressed, System will automatically resubmit the application.

Click on 'NA/MA/NFA' tab to go back to licensing applicant page.

5.3. Incomplete application validation

System will display an error message to licensing applicants when they try to create one more application for same licensure type (NA, MA or NFA) and who already have a pending or unapproved application for same licensure type.

⚠ **Error!**
You have an incomplete application. Please submit the applications to continue submitting other applications. ✕
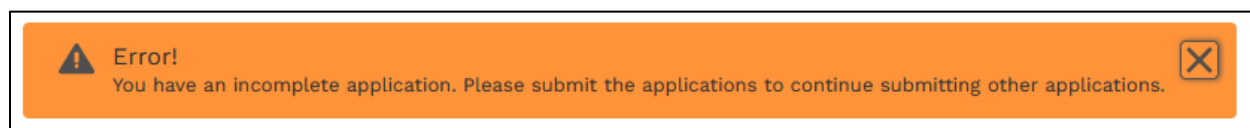
Figure - Incomplete application validation error

This validation was added to prevent applicants from submitting multiple application for same licensure type. You can create additional application for same licensure type if there are no pending or unapproved applications.

5.4.   How to pay for applications?

This section is applicable to applicants whose application requires a payment.

Please see below steps on how to make a payment and how to make a second payment (for applications which require second payment)

5.4.1.   How to make a payment?

When you are filling out an application, you will come across 'payment' tab where system provides you an option to choose payment type.

Available payment types are

- ACH – Account transfer

- Credit Card

- Paper Check/Money Order

Figure - Payment tab

To make a payment using ACH – Account transfer, please see below steps

- Select payment type as 'ACH'

- Click on button 'Pay Now at Texas.gov'

Figure - Payment tab

- System will take automatically direct you to Texas.gov payment website

Figure - Texas.gov page 1

- Click next to see below page

Figure - Texas.gov page 2

- Enter all details and click on next to see below page

Figure - Texas.gov page 3

- Enter bank account details and click next to see below screen

Figure - Texas.gov page 4

- Click on 'Submit Payment' and system will display below confirmation screen if payment was successful

Figure - Texas.gov page 5

- Click on 'Continue' to go back to the application and submit the application.

Note: It is **REQUIRED** to click on 'Continue' button to successfully go back to the application to submit the application.

To make a payment using Credit Card, please see below steps

- Select payment type as 'Credit Card'

- Click on button 'Pay Now at Texas.gov'

Figure - Payment tab

- System will take automatically direct you to Texas.gov payment website

Figure - Texas.gov page 1

- Enter all details and click on next to see below page

Figure - Texas.gov page 2

- Enter credit card details and click next to see below screen

Figure - Texas.gov page 3

- Click on 'Submit Payment' and system will display below confirmation screen if payment was successful

Figure - Texas.gov page 4

- Click on 'Continue' to go back to the application and submit the application.

Note: It is **REQUIRED** to click on 'Continue' button to successfully go back to the application to submit the application.

To make a payment using Paper Check/Money Order, please see below steps

- Select Payment Type as 'Paper Check/Money Order'

- Click on button 'Generate Payment Coupon'

Figure - Payment tab

- System will automatically direct you to a new page where payment coupon will be displayed

- Print the coupon, submit the coupon along with paper check to address mentioned in coupon

- Go back to application, go to 'Submit' tab and click on 'Submit' button to submit the application.

5.4.2. How to make a second payment?

Some applications require second payments and you will be notified by HHS if your application requires second payment.

Please see below steps on how to make second payment.

Go to NA/MA/NFA tab and select your role as 'Applicant' and select the applicant name to see below screen.

Figure - Applicant home page

Click on the Applications' tab to see below screen.

Figure - Applications page

Applications tab will display all applications previously submitted by applicants.

Select the application for which second payment is required or application which is in 'Payment Pending License Fee' status.

Go to 'Payment 2' tab to see below screen.

Figure - Payment tab
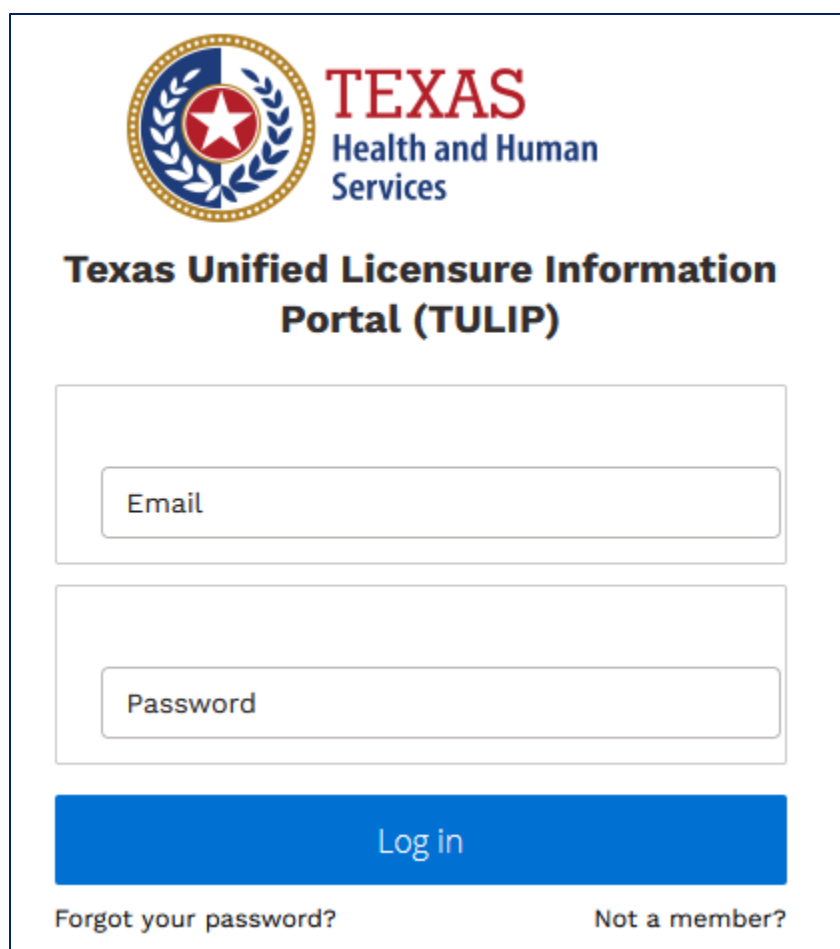
Please see steps mentioned above in this section 5.4.1 How to make a payment? to see how to continue with making payment and submitting the application.

5.5. How to change email?

Note: This section is applicable to applicants who already registered and want to change/update their email.

Please see below steps on how to change email

Go to link https://txhhs.force.com/TULIP/s/login/ and you will be presented with below screen.
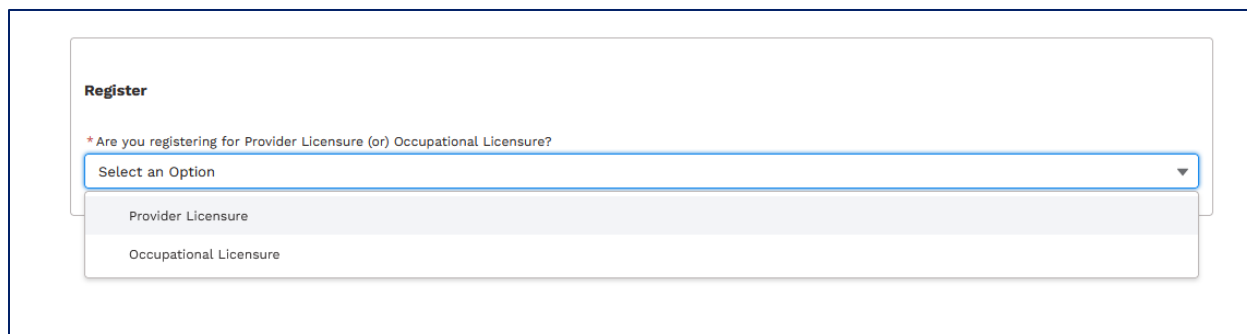
Figure - TULIP login page

Click on link 'Not a member' and you will be provided with two options as shown in below screen

- **Provider Licensure** – This is for LTC providers who want to submit applications for facility/agency license.

- **Occupational Licensure** – This is for NA/MA/NFA applicants, program applications, school and facility applications.
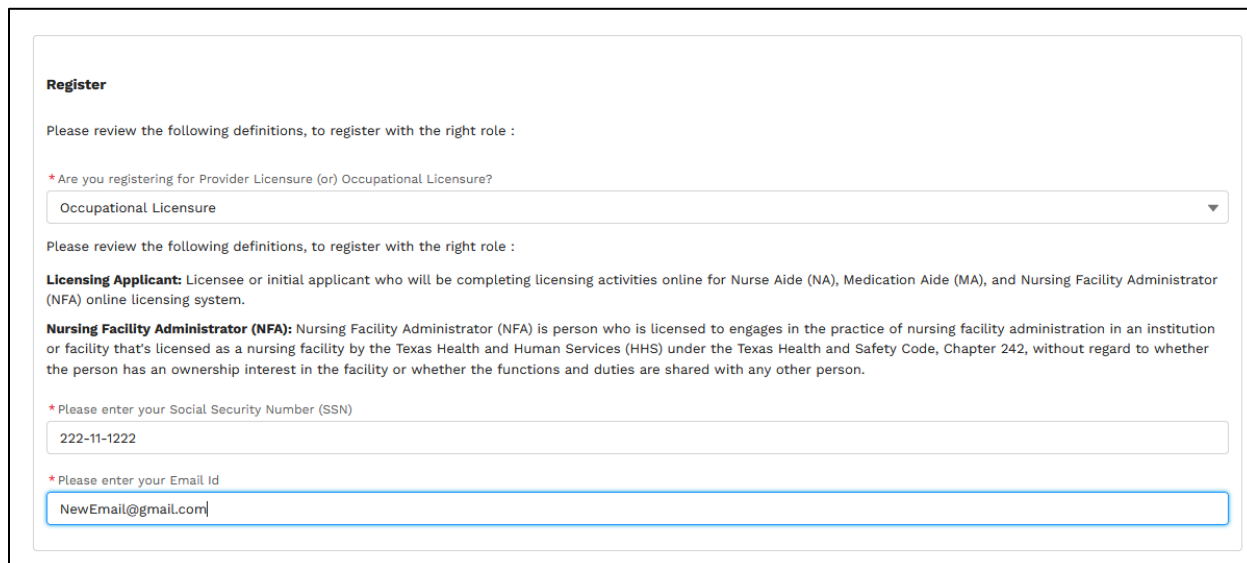
Figure - TULIP registration initial page

Note: Fields marked with * are required.

Select 'occupational licensure' to see below screen.

Figure – Occupational licensure page

Please enter you Social Security Number (SSN) and New Email ID to see below message.

Figure – Account found error page

Click on continue to see below screen.

Figure – Occupational licensure page

Enter your old email ID for system to validate the change and click on submit to see below confirmation message.

Register

Please review the following definitions, to register with the right role :

* Are you registering for Provider Licensure (or) Occupational Licensure?

| Occupational Licensure | ▼ |

Please review the following definitions, to register with the right role :

Licensing Applicant: Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

Nursing Facility Administrator (NFA): Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

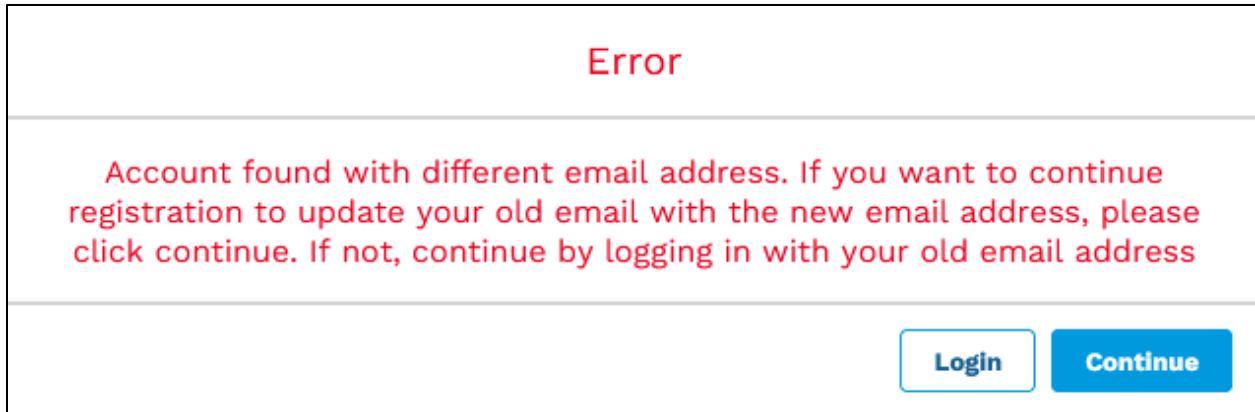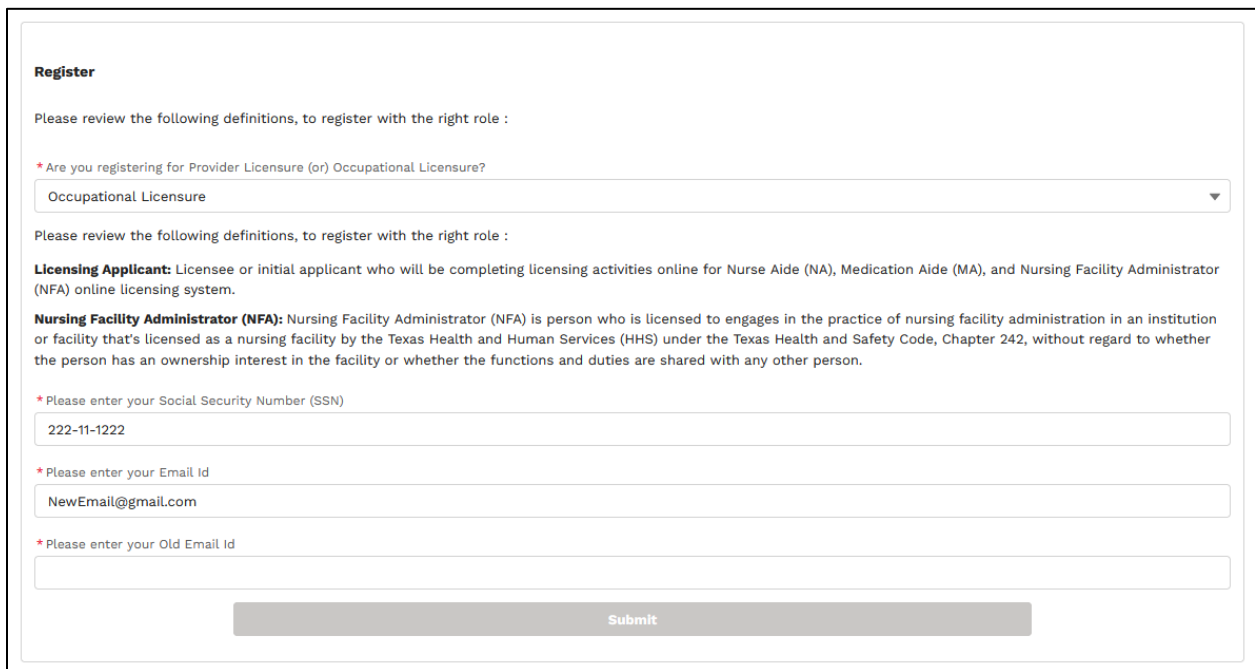* Please enter your Social Security Number (SSN)

| 222-11-1222 |

* Please enter your Email Id

| NewEmail@gmail.com |

* Please enter your Old Email Id

| narmarnfa+222111222@protonmail.com |

| Submit |

Email changed Successfully, please check your email for your new username to login.

Figure – Confirmation message

Check your new email for message from TULP to complete email change and log into TULIP.